

# 9.2 Accepting/Rejecting a Contract in the Faculty Center

**Purpose:** Use this document as a reference for how to accept or reject an approved contract (appointment letter) from the Contract Data tab in the Faculty Center.

**Audience:** Instructors\Faculty, HR\Payroll.

! You must have at least one of these local college managed security roles:

- ZZ PeopleSoft User

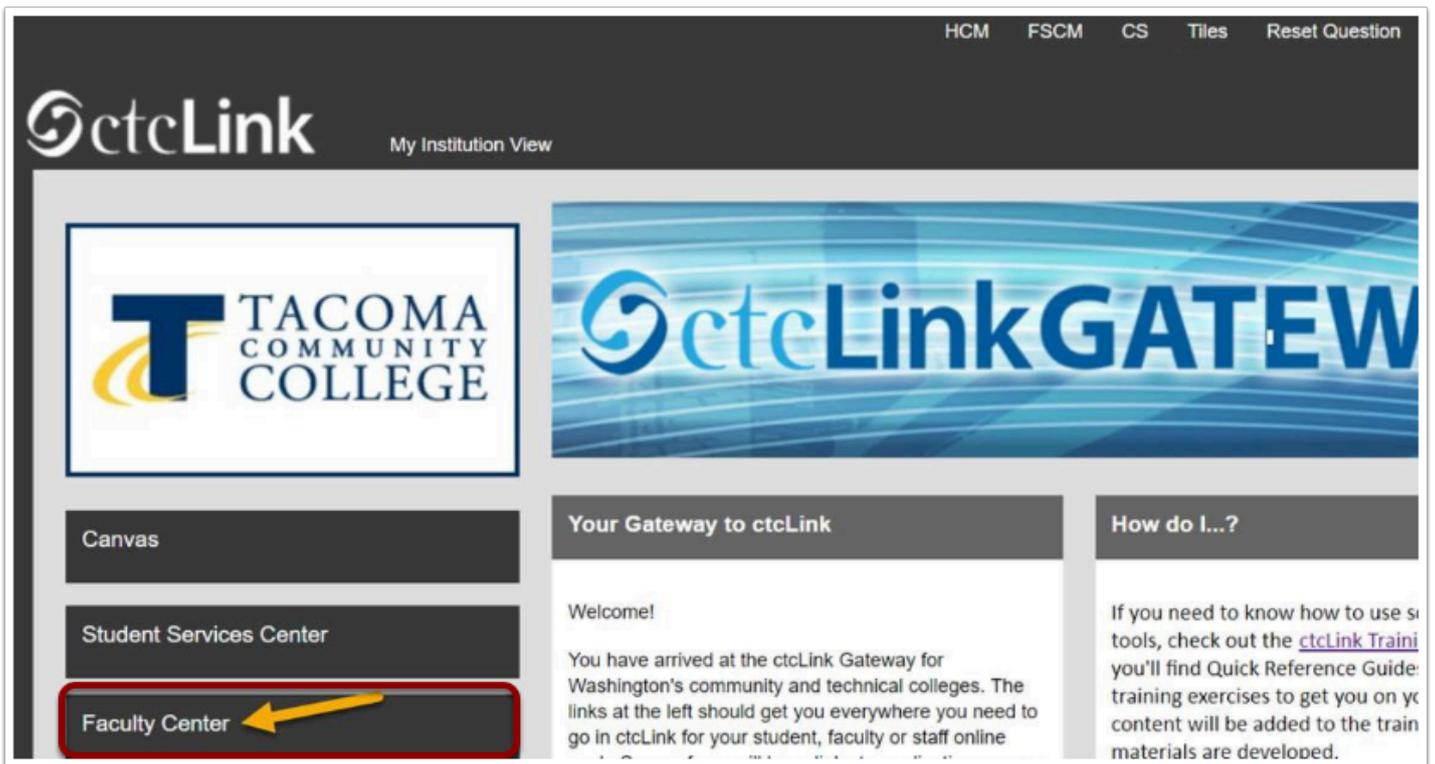
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

**Faculty Center** is available on the ctcLink Gateway (portal) page by following the direct link on the left side pane under the college logo. The Faculty Center can also be accessed within the Campus Solutions (CS) pillar, by following the CS link at the top of the ctcLink Gateway page and using the navigation below.

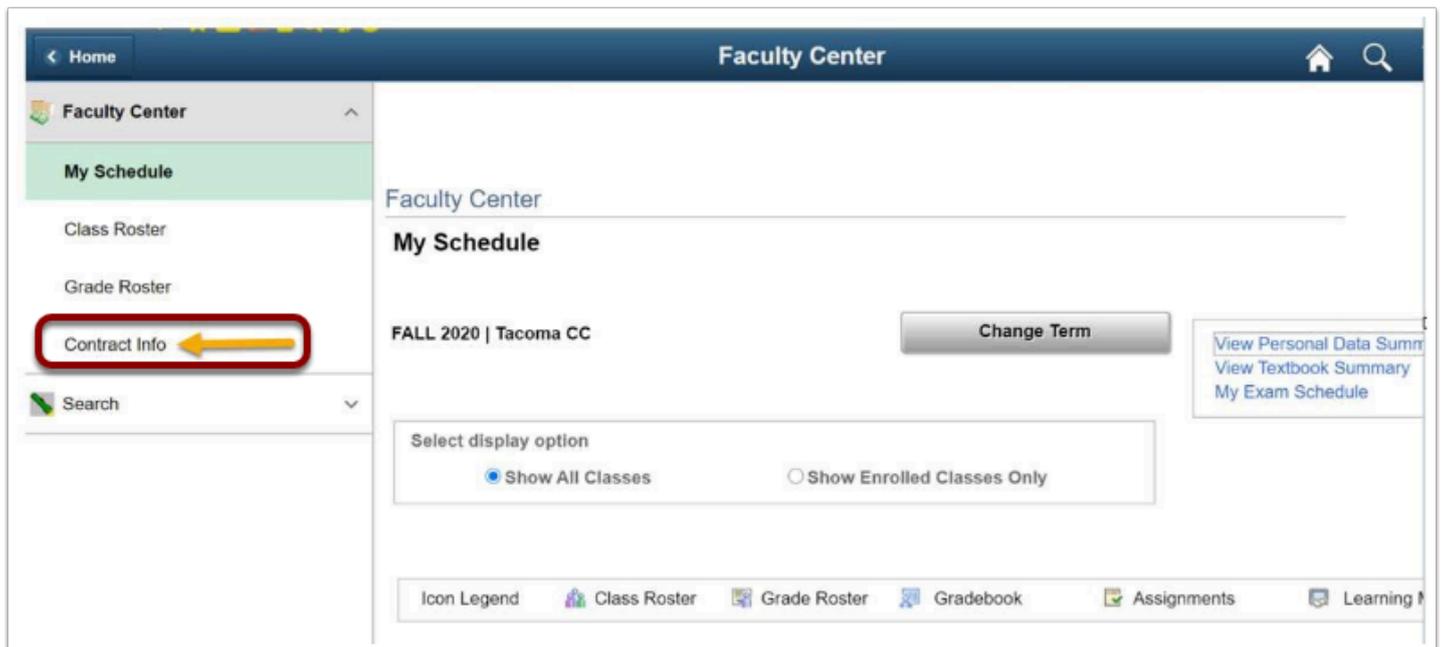
## Accepting/Rejecting a Contract in the Faculty Center

### Additional Information: Accessing Contract Info in Faculty Center

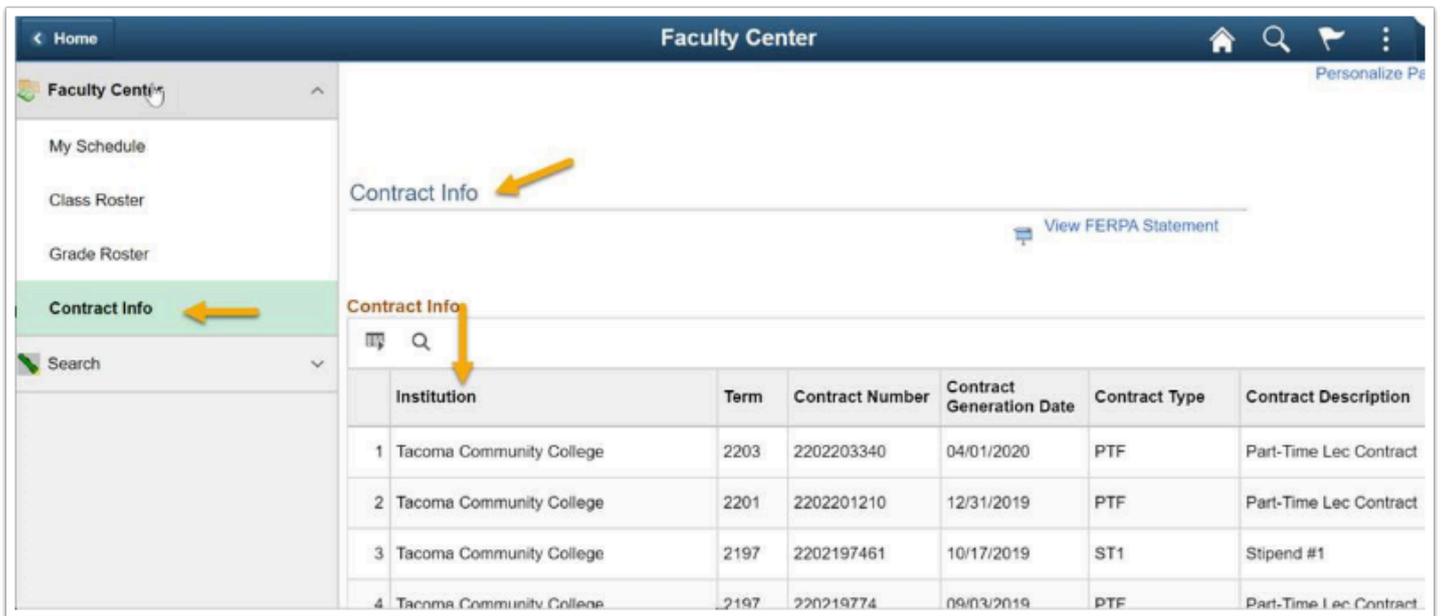
1. From your ctcLink **Gateway** page, select the **Faculty Center** link from the left side of page.  
\*\*If you do not see this link, you may not have proper security access. Contact your college Security Administrator.



2. Select the **Contract Info** link for issued/approved contracts to load.

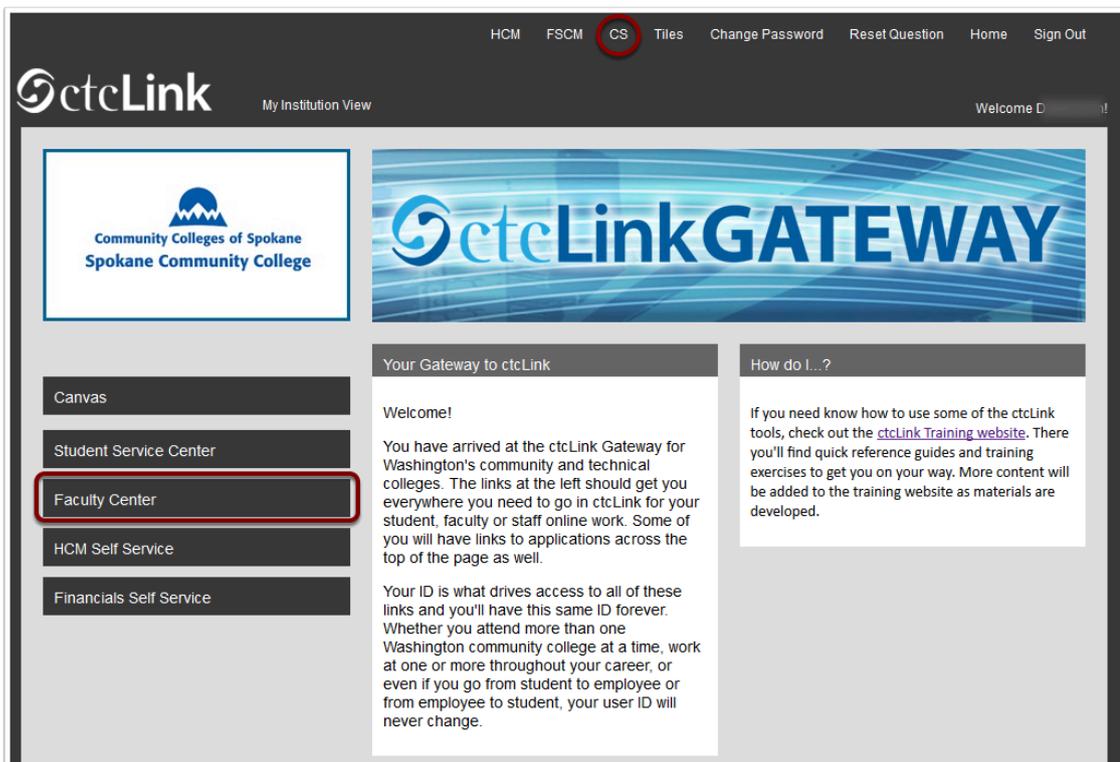


3. The **Contract Info** page displays.



## Accept/Reject Contract in Faculty Center

**Navigation: NavBar > Navigator > Self Service > Faculty Center > Contract Info**



1. The **Contract Info** page displays in the Faculty Center.
2. All contracts (appointment letters) are displayed, listed by **Term**.
3. Find the contract to be signed, shown below as missing a check in the **Contract Signed** check box.
4. Select the **View Contract** link to the right of the check box.

Contract Info											
Contract Info											
View FERPA Statement											
Contract Info											
Empl ID	Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract	
1 101	WA171	2197	1712197839	10/17/2019	A10	Adjunct: Extended Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Contract</a>	
2 101	WA171	2195	171219544	06/12/2019	A10	Adjunct: Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Contract</a>	
3 101	WA171	2193	1712193702	04/09/2019	A10	Adjunct: Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View Contract</a>	
4 101	WA171	2193	1712193874	04/19/2019	A10	Adjunct: Extended Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Contract</a>	
5 101	WA171	2191	17121911134	03/21/2019	A10	Adjunct: Extended Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Contract</a>	

- The **Contract Information** page displays.
- Scroll to the bottom of the electronic contract (appointment letter).
- Under the contract generation date the **Accept** and **Reject** buttons are displayed.
- To the right of the contract generation date, in the Initials field, enter your initials, representing your electronic signature on the contract, which is stored in the contract along with the User ID and date/time stamp of the person signing the contract.

**Acceptance of Employment**

Are you currently employed by any other agency of the state of WA or a member of a state of WA retirement plan?  Yes  No

Are you employed by another department of CCS concurrent with this contract?  Yes  No

Date: 10/17/2019 Initials: NS

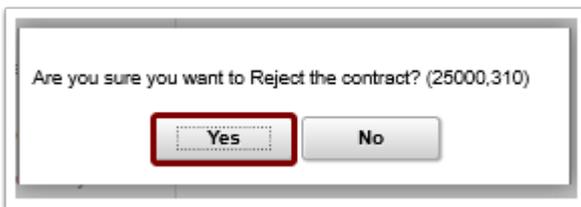
- If the **Accept** button is selected, a pop up message will appear, confirming the intention to accept the contract.
- Select **Yes** to confirm.



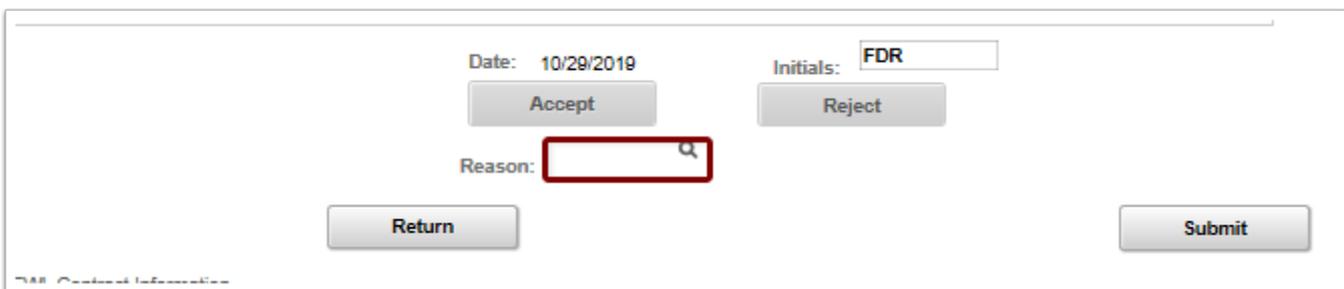
11. The **View Contract** page displays.
12. The **Print** button will appear, enabling the printing of the contract on a network printer.
13. Select the **Return** button to exit the contract and return to the Contract Info page on the Faculty Center.



14. If the **Reject** button is selected, a pop up message will appear, confirming the intention to reject the contract.
15. Select **Yes** to confirm.



16. When rejecting a contract, the system allows, but does not require entry of a reason for the contract rejection.



**Look Up Reason** [X]

Reason Code begins with

**Search** **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 | 1-3 of 3

Reason Code	Description
01	Error on Contract
02	Declined
03	Incorrect Class

17. Once a contract rejection reason is selected, it will populate both code and description on the page.
18. Select the **Submit** button.
19. A confirmation message displays.
20. Select the **Yes** button to confirm.
21. Select the **Return** button to exit the page and return to the Contract Info page.

Date: 10/29/2019 Initials: FDR

**Accept** **Reject**

Reason: 01 Error on Contract

**Return** **Submit**

Information

22. Once returned to the Contract Info page, a check will appear in the **Contract Rejected** check box.

**Contract Info** [View FERPA Statement](#)

Contract Info

1-2 of 2

Empl ID	Institution	Term	Contract Number	Contract Generation Date	Contract Type	Contract Description	Contract Signed	Contract Rejected	Contract Rescinded	View Contract
1 101	WA171	2197	1712197872	10/29/2019	MLT	FT Moonlight Appointment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Contract</a>
2 101	WA171	2193	1712193950	04/26/2019	M04	Moonlight: Tech Ed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Contract</a>

23. The process to accept or reject a contract in the Faculty Center is now complete.
24. End of procedure.